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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**December 1 – December 31, 2011**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted 01/09/2012  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**December 2011**

**TOAM: Elaine Chan**  
**PM: Anne Bonham**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on December 5.

The Records Center Performance Measurements Reports were submitted to the TOAM on December 5.

The PM met with the TOAM on December 9 to review problematic electronic documents.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 2,434 documents and edited 1,963 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 1.8 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 3 new sites.

Circulation Department staff shelf-read approximately 265 lft. of site files during the month. Staff shifted approximately 47.8 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shelfread the entire site assessment collection (345 lft.) and the Oil Facilities Response Plans collection (87 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 1<sup>st</sup> quarter quality-assurance review of new personal and organizational name authority file entries.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

### **2.2 Document Pick-up, Processing, File Management, and Storage**

5 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

2.2 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Contracts On-Site Storage report: December 2, 9, 16, 23 & 30.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,622 documents (63,678 pages) during December and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

### **2.4 SCAP Support and WasteLAN Data Entry**

No activity occurred in this reporting period.

#### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

## 2.5 Financial Documentation/Cost Recovery Packaging

Thirteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	099R	ABANDONED URANIUM MINES ON THE NAVAJO NATION
01	09MN	DEL MONTE CORP. (OAHU PLANTATION)
01	09B8	HASSAYAMPA LANDFILL
01	0974	J.H. BAXTER & CO
00/01	0943	KOPPERS CO. INC. (OROVILLE PLANT)
01	091A	LEVIATHAN MINE (2 pkgs)
01	0946	MGM BRAKES
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 092S)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 092T)
01	09J6	PACIFIC COAST PIPELINES
02	0919	PHOENIX-GOODYEAR AIRPORT AREA
01	09K5	VALLEY WOOD PRESERVING INC.

Staff retrieved 22 cost packages/financial documents for EPA staff during December.

### Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

## 2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 5.5 lft. of documents.

### Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

## Sites worked on under Task 2 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09JD	00	38TH AND QUINCE STREET
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09NV	00	ADVANCED PACKAGING & PRODUCTS
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
<b>0916</b>	<b>01</b>	<b>AEROJET GENERAL CORP (RANCHO CORDOVA)</b>
0916	04	AEROJET GENERAL CORP (RANCHO CORDOVA)

SSID	OU	SITE NAME
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	08	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	09	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	00	ALARK HARD CHROME
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09PS	00	AMBITECH, INC
09DJ	00	AMCO CHEMICAL
<b>09DJ</b>	<b>01</b>	<b>AMCO CHEMICAL</b>
09ME	00	AMERICAN PROMOTIONAL EVENTS
09JA	00	AMERICAN SAMOA LAB CHEMICALS
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
092Q	00	ANDERSEN AIR FORCE BASE
<b>09C6</b>	<b>01</b>	<b>APACHE POWDER CO</b>
09HT	00	APPLE VALLEY MERCURY SITE
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
09MD	00	ASTRO PYROTECHNICS
0900	00	ATLANTIC AVENUE SOUTHGATE PLUME
0934	01	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
<b>09JW</b>	<b>01</b>	<b>B.F. GOODRICH</b>
09RV	00	BLACK FALLS CONTAMINATED WELL SITE
09MM	00	BLUE LEDGE MINE
0900	00	BODIE MINE
09QV	00	BODIE STATE HISTORICAL PARK
0900	00	BOWMAN PLATING COMPANY
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
0900	00	CACHE CREEK SETTLING BASIN
<b>09Q3</b>	<b>00</b>	<b>CAMP PENDLETON MARINE CORPS BASE*</b>
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	02	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
<b>093H</b>	<b>01</b>	<b>CASMALIA RESOURCES*</b>
0900	00	CHEEK SKYLINE LOGGING
0900	00	CHEMICAL & PIGMENT CO
09TD	00	CHURCH ROCK NAVAJO RADIOACTIVE STRUCTURES
09HW	00	CIMA ROAD MINE WASTE SITE
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
0900	N/A	CNMI CUC POWER PLANT 1 & 2
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	00	COALINGA ASBESTOS MINE
0900	N/A	COLORADO RIVER DIESEL SPILL
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09RR	00	CROWN CITY PLATING
09Y1	07	DCE CIRCUITS



SSID	OU	SITE NAME
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09MN	01	DEL MONTE CORP. (OAHU PLANTATION)
0900	N/A	DOWNEY SITE DISCOVERY PROJECT
09T8	00	DYNAMIC PLATING, INC
09KG	00	ELECTRO TREATMENT INC
0900	N/A	FEMA CHUUK PESTICIDES PHASE 2
0900	N/A	FEMA TSUNAMI DISASTER - HHW CLEANUP
09JR	00	FIESTIVES MANUFACTURING SITE
0900	00	FORT BAKER
09SD	00	FOSTER'S PLATING
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
<b>094R</b>	<b>00</b>	<b>FRONTIER FERTILIZER</b>
094R	01	FRONTIER FERTILIZER
09MV	00	GDOA MANGILAO PESTICIDE FACILITY
09XH	00	GLOBE ASBESTOS MILL
09RK	00	GOLDOME
Z900	N/A	GREKA BELL LEASE COMPLEX SPILL
<b>Z900</b>	<b>N/A</b>	<b>GREKA UNASSIGNED*</b>
09WN	00	GUAM WATER AUTHORITY
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09QF	00	HAWTHORNE LOCKER MERCURY SPILL
0900	00	HI GRADE DRIVE IN CLEANERS
09BL	00	HICKAM AIR FORCE BASE
09LE	00	HILO BURRITO
0909	03	HUGHES/TUCSON AIRPORT
0900	N/A	HUNTINGTON BEACH CHANNEL INCIDENT
0900	00	IDAHO MARYLAND MINE
09QG	00	IMPRESSIONS POLISHING & PLATING
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	00	INDIAN BEND WASH NORTH
0920	02	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
092J	06	INDIAN BEND WASH NORTH
092N	05	INDIAN BEND WASH NORTH
092P	01	INDIAN BEND WASH NORTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09GJ	03	INDIAN BEND WASH SOUTH
09GK	03	INDIAN BEND WASH SOUTH
09GL	03	INDIAN BEND WASH SOUTH
09Y2	07	INDIAN BEND WASH SOUTH
09Y3	07	INDIAN BEND WASH SOUTH
09Y5	07	INDIAN BEND WASH SOUTH
09Y7	07	INDIAN BEND WASH SOUTH
09SM	00	INGOMAR AMMUNITION
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
<b>0917</b>	<b>00</b>	<b>IRON MOUNTAIN MINE</b>
<b>0917</b>	<b>01</b>	<b>IRON MOUNTAIN MINE</b>

SSID	OU	SITE NAME
0917	02	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
09JK	00	IVA SITE (INTAGLIO VIRI COLOR ALLANCE, LTD.)
0974	01	J.H. BAXTER & CO
0974	02	J.H. BAXTER & CO
0900	00	JAMESTOWN MINE
0900	00	JERRY'S DRAPERY SERVICE
09WR	00	JERVIS B. WEBB CO.
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
09NG	00	LBJ HOSPITAL PCB SITE
091A	01	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
<b>09N6</b>	<b>00</b>	<b>MARCH AIR FORCE BASE</b>
09TA	00	MARIANO LAKE AUM SITE
0900	00	MARINE CORPS BASE HAWAII
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
091E	00	MCCORMICK & BAXTER CREOSOTING CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09TL	00	MCDERMITT MINE
0900	N/A	MERCURY ER WINSLOW, AZ
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09MB	00	MID-VALLEY SANITARY LANDFILL NORTHEAST EXPANSION AREA
09TG	00	MILL CREEK CYLINDERS
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0900	N/A	MONTEBELLO CHAPIN RD (BROWNFIELDS)
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
<b>09CA</b>	<b>00</b>	<b>MONTROSE CHEMICAL CORP</b>
09CA	05	MONTROSE CHEMICAL CORP
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	05	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	SITE NAME
09BE	09	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	21	MOTOROLA, INC. (52ND STREET PLANT)
09BE	26	MOTOROLA, INC. (52ND STREET PLANT)
09BE	36	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
0900	00	NATOMAS AIRPORT
0900	00	NAVAL MAGAZINE LUALUALEI
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09TJ	00	NUWAY DRY CLEANERS
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
<b>0958</b>	<b>01</b>	<b>OPERATING INDUSTRIES, INC., LANDFILL</b>
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
0900	00	ORANGE COAST PLATING
09A7	00	ORDOT LANDFILL
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09LP	00	PAGO PAGO SOLVENT AND CLEANER
0900	00	PAIA SUGAR MILL
099K	00	PEMACO MAYWOOD
099K	01	PEMACO MAYWOOD
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09R8	04	PHOENIX-GOODYEAR AIRPORT AREA
09R8	05	PHOENIX-GOODYEAR AIRPORT AREA
09PW	00	PIOCHE RADIOLOGICAL DRUM SITE
09WE	00	PLUMAS EUREKA STATE HISTORIC PARK
096P	00	PRESIDIO OF SAN FRANCISCO
0921	00	PURITY OIL SALES INC.
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
0900	00	PYRO SPECTACULARS
09DM	00	QUALITY PRINTED CIRCUITS CORP
09X3	00	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0900	N/A	REGISTERED GUEST ROAD OIL SPILL
09LC	00	RINCONADA MINE
09QE	00	ROMOLAND MERCURY ER
0900	N/A	RYAN CREEK ROAD OIL SPILL
09ML	00	SAIPAN PESTICIDES 2004
09RT	00	SAIPAN SEWER WASTE SITE
095T	00	SAN BERNARDINO CO LDFL
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

SSID	OU	SITE NAME
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09DQ	02	SAN GABRIEL VALLEY (AREAS 1-4)
09DR	02	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
<b>09ES</b>	<b>01</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09WM	00	SANTA FE SPRINGS DRUMS
09WS	00	SEAM MASTER INDUSTRIES
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	N/A	SO CA WILDFIRES 2007 (FEMA-1731-DR)
09JJ	00	SONOMA BURN DUMP
0942	00	SOUTH BAY ASBESTOS
0900	00	SPACE ORDNANCE SYSTEMS SAND CYN
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0900	00	STANLEY-BOSTITCH INC
0901	00	STRINGFELLOW
0901	05	STRINGFELLOW
094U	00	STRINGFELLOW
094U	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
0900	00	SUNSHINE CARPET & DRAPERY
0900	00	SUNSTAR FACILITY
09ND	00	TANAPAG FUEL FARM
09M1	01	TARP
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0981	01	TH AGRICULTURE & NUTRITION
0900	N/A	TIBBETTS NEWPORT COMPANY
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09WC	00	TSMY CYLINDER SITE
09RF	00	TUBA CITY ABANDONED LDFL
09L9	01	TUCSON AFP 44
09L9	02	TUCSON AFP 44
091C	02	TUCSON SOURCES
091C	04	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
096Y	02	TUCSON WEST CAP

SSID	OU	SITE NAME
09RP	01	TUJUNGA WELLFIELD SITE DISCOVERY
099D	00	TUSTIN MARINE CORPS AIR STATION
0900	N/A	TYPHOON CHATA'AN
0900	N/A	TYPHOON PONGSONA
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
09RE	00	US COLLOIDAL TECHNOLOGIES INC
095X	00	VALETERIA DRY CLEANERS
09K5	01	VALLEY WOOD PRESERVING INC.
09HS	00	VETA GRANDE MINING CO.
0900	00	VICTOR INDUSTRIES
0900	00	VULTURE MINE
09C1	01	WASTE DISPOSAL, INC.
09PL	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09TK	00	WEST AVENUE MERCURY
09GF	01	WEST PLUME B - TUCSON
0900	00	WHITTAKER CORP-BERMITE DIVISION
09WD	00	WICKENBURG VULTURE MERCURY DROPPINGS
09QC	00	YOSEMITE CREEK SEDIMENT
09PX	00	YUCCA MERCURY SPILL
09PT	00	YUROK MERCURY SPILL

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 47 requests for documents, performed 824 database searches in SDMS-C, and provided 950 documents for EPA staff and other requesters.

Nineteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on December 2.

#### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 5 FOIA requests totaling 12.25 billable hours.

#### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

### 3.3 Photocopy and Redaction Service

Staff photocopied 1,921 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 527 pages from SDMS-C.

At the request of ORC attorney Marie Rongone, 2 documents from the San Fernando Valley (Area 2) site file were redacted in preparation for the upcoming ARs.

#### Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### 3.4 CD-ROM Service

Staff fulfilled 19 requests for documents on CD-ROMs. 378,393 pages were copied to CDs.

#### Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### 3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

CTS PRINTEX INC  
DEL AMO  
PACIFIC COAST PIPELINE  
SOUTH BAY ASBESTOS AREA

#### Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### Sites worked on under Task 3 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09H1	01	ADVANCED MICRO DEVICES, INC.
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09ME	00	AMERICAN PROMOTIONAL EVENTS
09C6	01	APACHE POWDER CO

SSID	OU	SITE NAME
09JS	00	ASARCO INC HAYDEN PLT
09MD	00	ASTRO PYROTECHNICS
09JW	01	B.F. GOODRICH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
093H	00	CASMALIA RESOURCES
0945	01	COAST WOOD PRESERVING
0936	01	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
09XD	00	FORT MOHAVE ABANDONED DRUMS
0900	00	GARRETT TURBINE ENGINE CO
0963	00	GILA RIVER INDIAN RESERVATION
Z900	N/A	GREKA UNASSIGNED
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
0987	01	INTEL MAGNETICS
0989	01	LORENTZ BARREL & DRUM CO
09TA	00	MARIANO LAKE AUM SITE
091E	00	MCCORMICK & BAXTER CREOSOTING CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
09MB	00	MID-VALLEY SANITARY LANDFILL NORTHEAST EXPANSION AREA
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09J6	01	PACIFIC COAST PIPELINES
0900	00	PDQ AUTO SALVAGE
0900	00	PYRO SPECTACULARS
095T	00	SAN BERNARDINO CO LDFL
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09SF	00	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
09WS	01	SEAM MASTER INDUSTRIES
0901	01	STRINGFELLOW
09K3	01	SYNERTEK, INC. (BUILDING 1)
09K4	01	TRW MICROWAVE

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The following ARs were compiled, copied, and sent to repositories in December:  
 Omega Chemical Corporation OU 02 Interim Action, Update 2 AR, sent December 6  
 Fort Mohave Removal AR, sent December 22  
 Haystack Navajo Radioactive Structures Removal AR, sent December 30

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

#### 4.2 Work-Performed Compilations

Seven work-performed compilations were created or updated during December for the following sites:

OU	SSID	Site Name
01	09B8	HASSAYAMPA LANDFILL
01	091A	LEVIATHAN MINE (2 w-ps)
02	091C	TUCSON SOURCES
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (092R, 092S & 092T)

#### Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

#### 4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 10 collections

Electronic files attached to E-mails: 42 collections

#### Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### Sites worked on under Task 4 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09XD	00	FORT MOHAVE ABANDONED DRUMS
09XH	00	GLOBE ASBESTOS MILL
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
091A	01	LEVIATHAN MINE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	02	OMEGA CHEMICAL CORP
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
<b>09N2</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)*</b>
091C	02	TUCSON SOURCES



### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held a Scanning Department meeting on December 13.

The RMS IV/Assistant Manager held meetings with special projects staff on December 5 and 7.

The RMS IV/Circulation Department Supervisor held a departmental meeting on December 14.

The PM purchased supplies and/or equipment during December as necessary.

#### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

### **Task 6: Training and Orientation**

No training requested in December.

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

### **Task 7: Online Operations and Internet Support**

On December 6, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III certified the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files December 27. This is an ongoing monthly effort.

An RMS IV/IS III coordinated with Giuseppe Orlandi to resolve SNMP security issues on Record Center Printers. The problem was successfully resolved and the printers secured and verified by Al Belbahri via Nessus scans December 21.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

Northeast Churchrock Mine, NNN000906132, EE/CA Non-Time-Critical Removal Update  
1 AR

Northeast Churchrock Mine, NNN000906132, Drainage East of Red Pond Road Removal  
AR

CUC Power Plant 4 PCB Site, MPN000909060, Removal AR

Agana Springs PCB Site, GUN000908821, Removal AR

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

**Task 8: Attend Meetings and Teleconferences**

We were not invited to participate in any teleconferences in December.

**Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meetings when invited.

**Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

No activity occurred in this reporting period

**II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

**III. PERSONNEL ACTION**

No personnel action was taken in this reporting period.

**IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 23 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 7 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,030	18.1 lft.	539.3 lft.

### Inventories

Records Surveyed	Year to Date
25.8 lft.	467.9 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	300 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
29	0	0	0	15	0	0	3	47

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 09Q3, OU 00, CAMP PENDLETON MARINE CORPS BASE**

One Librarian IV/Records Librarian performed indexing (193 documents, 2.04 linear feet) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and IS II/Records Aide prepared the documents for shipment and retirement to the FRC once indexing was completed. A total of 82.5 hours were expended on this effort during the month.

### **SSID 093H, OU 01, CASMALIA RESOURCES**

One Librarian IV/Records Librarian and one RMS III/Cost Recovery Specialist performed indexing (247 documents, 1.66 linear feet) and two RMS II/Scanning Specialists performed scanning (1,939 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and IS II/Records Aide prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 165.8 hours were expended on this effort during the month.

### **SSID 0900, GREKA UNASSIGNED**

Two Librarian IV/Records Librarians & one RMS IV/Head Indexer performed indexing (200 documents) and two RMS II/Scanning Specialists performed scanning (1,190 pages) for work request #110824-1140 submitted by M. Massey. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 107.9 hours were expended on this effort during the month.

### **SSID 09N2, OU 00, SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)**

Three Librarian IV/Records Librarians performed indexing (32 documents) and two RMS II/Scanning Specialists performed scanning (1,108 pages) for compilation of Excella Plating AOC and PPA ARs (work requests #111208-1530 & #111208-1547 submitted by M. Rongone). Additionally, an RMS IV/Assistant Program Manager prepared draft indexes and supporting documentation for the ARs. A total of 102.9 hours were expended on this effort during the month.

## **VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK**

### **Task 1: Project Management**

#### **1.1 Manage the Contract**

The monthly report was submitted to the TOAM on 12/05/11.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 11/15/11.

The Records Center Performance Measurement Reports were submitted to the TOAM on 12/05/11.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 12/02/11.

#### **1.2 Close-Out of the Contract**

No activity has occurred under this subtask to date.

### **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding**

#### **2.1 Organizing and Indexing**

6,797 documents have been indexed and quality assured in SDMS-C as of 12/31/11.

#### **2.2 Document Pick-up, Processing, File Management, and Storage**

43.1 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 12/31/11.

21.5 lft. of records have been retrieved from the FRC in response to EPA requests as of 12/31/11.

300 lft. of records have been organized and sent to the FRC as of 12/31/11.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 11/27/11.

#### **2.3 Scanning**

7,168 documents (169,626 images) have been scanned into SDMS-C as of 12/31/11.

#### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 13 SCAP accomplishment documents as of 12/31/11.

#### **2.5 Financial Documentation/Cost Recovery Packaging**

29 Financial Cost Documentation Packages have been processed as of 12/31/11.

## **2.6 Recycling and Shredding**

21.7 lft. of documents have been recycled/shredded as of 12/31/11.

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

5,660 documents have been provided to EPA staff or the public as of 12/31/11.

43 site file indices/databases have been generated in response to EPA requests as of 12/31/11.

#### **3.2 Freedom of Information Act (FOIA)**

As of 12/31/11, circulation staff has provided support for 15 FOIA requests. Billing data for 34.5 hours have been submitted to EPA.

#### **3.3 Photocopy and Redaction Service**

Staff copied on-site a total of 4,191 non-FOIA-related pages for EPA and other requesters.

152 site file documents have been redacted for release as of 12/31/11.

#### **3.4 CD-ROM Service**

57 CD-ROMs or CD-ROM sets containing 634,805 images have been produced and supplied to EPA staff or the public as of 12/31/11.

#### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

4 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 12/31/11.

### **Task 4: Administrative Records (ARs) and Special Collections Management**

#### **4.1 Administrative Records**

11 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 12/31/11.

#### **4.2 Work-Performed Compilations**

11 work-performed compilations have been completed as of 12/31/11.

#### **4.3 Electronic Media and Microfilm Management**

145 copies of special collections were produced in electronic format as of 12/31/11.

### **Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

Operation and maintenance of the Records Center continued as of 12/31/11.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 11/22/11.

Equipment/supplies were purchased on 12/22/11.

**Task 6: Training and Orientation**

A tour of the Records Center for visitors was completed on 10/31/11.

**Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 12/06/11.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 12/05/11.

**Task 8: Attend Meetings and Teleconferences**

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 11/03, and 11/17/11.

**Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

No activity occurred in this quarter.